

## Parts of a MARC Record: Fixed Fields

In addition to the variable fields, MARC records also have fixed fields. Their name comes from the fact that they are fields of a fixed length, and usually the data entered into them comes from a list of fixed values.

There are a few fixed fields that are system-generated, which means that you don't have to worry about putting information into these fields.

The 001 field is used for a control number for the record, and it is generated by OCLC, LC, or your local system, wherever the record is created. The 003 field contains the MARC code for organization whose control number is contained in field 001. Finally, the 005 field is used to record the date and time that the record was last edited.

A partially system-supplied component of a MARC record is called the leader, which identifies the beginning of a new record. The leader is a fixed length of 24 characters and provides information to the computer on how to process a record.

One thing that is indicated in the leader, and a component of the leader that the cataloger has control over, is the type of record. This specifies what type of item you are cataloging. The most commonly used codes for type of record are:

- a: Language material [Text]
- c: Printed music
- e: Cartographic material
- g: Projected medium
- i: Nonmusical sound recording
- j: Musical sound recording
- m: Computer file
- o: Kit
- p: Mixed materials

In OCLC Connexion, the type field appears in the upper left corner.

If you are creating a record from scratch in Connexion, you can choose what type of record you want to create, and this determine what goes in this field. You can also do this if you are creating a record from scratch in your local system.

It's very important to choose the correct type of record. Don't use a book record format for a CD, for example, or it will show up as the wrong type of item in your catalog.

Another component of the leader that is important to know about is the bibliographic level field. This tells the computer some more information about the type of item that you are cataloging. The choices of codes for this field are:

- a: Monographic component part
- b: Serial component part
- c: Collection
- d: Subunit
- i: Integrating resource
- m: Monograph/Item
- s: Serial

The most commonly used codes are m for monograph, s for serial, and i for integrating resource.

In Connexion, this field is labeled BLVL.

The first fixed field that the cataloger has complete control over is the 008 field, which is defined as a field for coded general information.

The 008 field can appear as a string of characters that is really hard to make sense of, like this:

008 050614s2005 ilua b 001 0 eng 4

In OCLC Connexion, however, it is broken down into individual fields that make more sense.

How your local system displays the 008 will vary. For example, here at the Commission, our system displays in a string of characters but also allows for it to be expanded into individual fields.

The 008 field is important because it can determine how things display in your catalog. For example, the large type icons and the audio book icons in this display are linked to the 008 field.

Omaha Public Library Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://catalog.omahapubliclibrary.org/ipac20/ipac.jsp?session=11R6012631175.482&menu=search&as> Go

omaha public library  
Link to Library Website

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Welcome Search the Catalog Your Account Research Databases eBooks

Alphabetical Keyword Numeric Advanced History Best Sellers and Other Lists

Search: TITLE Alphabetical once upon a town Refine Search

> You're searching: Omaha Public Library

### Search Results

Browsing results matching **once upon a town**

Prev 10 Title Next 10 Title

	Title	Pub date	Author	Format	Call
1.	Once upon a time with Winnie the Pooh : a Disney treasury of favorite nursery tales and rhymes /	2001, c2000.	Milne, A. A. (Alan Alexander), 1882-1956.		PB MILNE
2.	Once upon a totem.	1963.	Harris, Christie.		398.2 H
3.	Once upon a town [sound recording] : the miracle of the North Platte Canteen /	c2002.	Greene, Bob.	audio book	978.282 Greene
4.	Once upon a town [sound recording] : the miracle of the North Platte Canteen /	c2002.	Greene, Bob.	audio book	978.282 Greene
5.	Once upon a town [sound recording] : the miracle of the North Platte Canteen /	p2002.	Greene, Bob.		978.2C GREENE
6.	Once upon a town : the miracle of the North Platte Canteen /	c2002.	Greene, Bob.		978.282 Greene
7.	Once upon a town : the miracle of the North Platte Canteen /	c2002.	Greene, Bob.	large type	LARGE PRINT

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Here is the 008 field for a regular format book:

Books	Rec stat	c	Entered	20021114	Replaced	20050729095807.1
Type	a	ELvl	Src		Ctrl	Lang eng
BLvl	m	Form	Conf	0	Biog	MRec
		Cont	GPub		LitF	0
Desc	a	Ills	Fest	0	DtSt	s
					Dates	2002

Books		<a href="#">Rec stat</a>	c	<a href="#">Entered</a>	20020607	<a href="#">Replaced</a>	20050115110546.54
<a href="#">Type</a>	a	<a href="#">ELvl</a>	l	<a href="#">Srce</a>	d	<a href="#">Audn</a>	
<a href="#">Ctrl</a>		<a href="#">Lang</a>	eng	<a href="#">BLvl</a>	m	<a href="#">Form</a>	d
<a href="#">Conf</a>	0	<a href="#">Biog</a>		<a href="#">MRec</a>		<a href="#">Ctry</a>	nyu
<a href="#">Cont</a>		<a href="#">GPub</a>		<a href="#">LitF</a>	0	<a href="#">Indx</a>	0
<a href="#">Desc</a>	a	<a href="#">Ills</a>		<a href="#">Fest</a>	0	<a href="#">DtSt</a>	s
<a href="#">Dates</a>	2002	,					

We will talk more about the fixed fields later in the class.